

DMA Policy #3-0101

Name: PROCEDURE FOR ESTABLISHING PERSONNEL
POLICIES

Reference:

Reference Other

Approval Signature Randall Mosley/s

Effective Date 5-7-02

PROCEDURE FOR ESTABLISHING PERSONNEL POLICIES

The Director of the Department of Military Affairs has sole authority for adopting personnel policy.

Department personnel policies and subsequent procedures are established to provide uniform application of personnel management among DMA employees. Department policies and procedures should not conflict, be inconsistent or less specific than personnel policies contained in the Montana Operations Manual Volume III.

DEPARTMENT PROCEDURES

Recommended policy areas must be submitted in writing and forwarded by the initiator to his/her appropriate Division Administrator. The Administrator will examine the merit of the recommendation to determine if preliminary approval should or should not be granted.

If preliminary approval is not granted, the reason for disapproval will be conveyed to the initiator.

If preliminary approval is granted, the Administrator will submit the recommended policy to the Personnel Officer.

The Personnel Officer will place the recommended policy into a proper draft format. The draft policy will be distributed via the Personnel Officer, to the DMA Administrators and Chief Legal Counsel, for review. Written comment should be

returned to the Personnel Officer. The Personnel Officer will summarize the written comment(s) and perform any subsequent refinement or revision of the draft policy from these written comments and place into a final draft.

The final draft will be submitted to the Director for official adoption or rejection of the policy.

If the policy is not adopted, the reason for disapproval will be conveyed to the initiator.

If the policy is adopted, the Personnel Officer will assign a policy number and provide the appropriate Division Administrators and/or staff with the proper number of copies.

DIVISION PROCEDURES

The appropriate Division Administrator has authority for adopting Division procedures when necessary to implement Department personnel policy.

Generally, a Division procedure should only affect the Division that it is initiated from. If a Division procedure affects other Divisions in the Department of Military Affairs, the Department procedures for establishing policy should be followed. A copy of the adopted Division procedure should be sent to the Director and the Personnel Officer.

NUMBER SYSTEM FOR DEPARTMENT OF MILITARY AFFAIRS PERSONNEL POLICY AND PROCEDURES

When a DMA Personnel Policy or Procedure is adopted in conjunction with the Department of Administration's Policy and Procedures as found in the Montana Operations Manual III, the DMA policy should be filed with the applicable state policy in Volume III of the MOM, and the following numbering system shall be used.

Example:

TITLE

MOM DMA

Policy #3-0310 Sick Leave Policy #DMA 3-0310

(If an Addendum is adopted to the DMA policy, the letter (A) will follow the last number, i.e., DMA 3-0310A.)

When a DEPARTMENT OF MILITARY AFFAIRS Personnel Policy or Procedure is adopted and there is no policy or procedure in the Montana Operations Manual III, the DMA policy should be filed under a separate tab in Volume III of the MOM, and the following numbering system shall be used.

Example:

DMA Policy #DMA 3-0001, DMA 3-0002, etc.

When a DEPARTMENT OF MILITARY AFFAIRS Division adopts a division procedure, the Division procedure should be filed with the applicable department policy in Volume III of the MOM, and the following numbering system used:

Veteran's Affairs	DMA VA. 3-0001, etc.
Disaster and Emergency Services Division	DMA DES. 3-0001, etc.
Central Services Division	DMA CS. 3-0001, etc.
Environmental Division	DMA ENV. 3-0001, etc.
Facilities Management Division	DMA FMO. 3-0001, etc.
Contracting and Construction Division	DMA ENG. 3-0001, etc.
Montana Youth Challenge Division	DMA MYC. 3-0001, etc.
ANG Great Falls Airport	DMA ANG 3-0001, etc.